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ABSTRACT

This document discusses the state of Indiana's Long Range Plan utilizing Library Services and Technology Act (LSTA) funding. Six goals are outlined with objectives, status/needs statements, and funding activities. The goals include: (1) to increase the public's use of information technology by increasing electronic capabilities of libraries, promoting technology at libraries and training librarians and the public to effectively use technology; (2) to provide better library service to the residents of Indiana by assisting libraries in making their resources known statewide; (3) to serve special populations in Indiana with their library and information needs by enabling public libraries to improve service to those populations; (4) to serve individuals with literacy or learning needs by enabling libraries to improve service to those individuals; (5) to enable libraries to support innovative projects; and (6) to administer LSTA funds for Indiana. A summary of LSTA activities, policies and procedures, methodology for evaluation of the success of the activities in meeting the goals and priorities, and the timetable for the process of building an LSTA plan are also included. (AEF)

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Indiana State Library Services and Technology Act

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Library Services and Technology Act

Declaration of Purpose

It is the purpose of this Act--

1. to consolidate Federal library service programs;

2. to stimulate excellence and promote access to learning and information resources in all types of libraries for individuals of all ages;

3. to promote library services that provide all users access to information through State, regional, national and international electronic networks;

4. to provide linkages among and between libraries; and

5. to promote targeted library services to people of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to people with limited functional literacy or information skills.

LSTA Funding in Indiana

Indiana's Long Range Plan utilizing LSTA funding was prepared after an analysis of library and information service needs of the residents of the state. Information was obtained from the U. S. Census, *The Indiana Poll*, Indiana State Library surveys, focus group sessions, state agency reports, and other national and state surveys. Recommendations by the Indiana State Library Advisory Council on areas for funding were used as a basis for the plan. Given the explosion in availability of electronic information via the Internet, the Council has recommended that technology be a priority for the use of LSTA funds in assisting libraries to link to the Internet, to develop community or regional databases, and to enable libraries to access long-distance education technologies. To assist libraries in increasing their technological capacities, the library network in Indiana has been formed into a new structure to benefit libraries by improving services.

Goal 1: To increase the public's use of information technology by increasing electronic capabilities of libraries, promoting technology at libraries, and training librarians and the public to effectively use technology

Objectives:

To establish or enhance electronic linkages among or between libraries

To link libraries electronically with educational, social, or information services

To assist libraries in accessing information through electronic networks

To pay costs for libraries to acquire or share computer systems and telecommunications technologies

Status/Needs

Public libraries in Indiana cannot offer all the services that their communities want and need. Services of all kinds could be improved, whether they are services for children and young adults or services to adults in the pursuit of life-long learning. A critical area for current and future demand for all ages is electronic networking and access to new technologies such as the Internet. Libraries need to keep pace with the demand for the Internet. To ensure universal access to the Internet, librarians must focus on the resources that will enable everyone to be able to use the Internet. In looking at barriers to the use of the Internet, librarians are challenged to provide content and organization of data on the Internet so that users may readily find the information they need.

In a 1997 State Library survey on new technologies, public libraries reported they have the following:

167 libraries (or 70%) have or will have an Internet connection in 1997.

174 libraries (or 73%) have microcomputers for patron use, but 64 (or 27%) do not have microcomputers for patron use.

191 libraries (or 80%) have microcomputers for staff use, but 47 (or 20%) do not have microcomputers for staff use.

131 libraries (or 55%) have a local area network.

112 libraries (or 47%) have automated circulation control systems, but 53% of libraries are without such systems.

51 libraries (or 21%) have a community database.

144 libraries (or 60%) have an automation/technology plan.

As the above survey results indicate, 70% of the public libraries in Indiana have Internet access, but 30% still do not. While 73% of public libraries have computers for patron use, still 27% do not.

The libraries in the state have asked for assistance in dealing with decisions about new technology. Many of the state's smaller libraries feel overwhelmed by the knowledge and investment needed to catch up with other libraries. The Council on Library Automation was formed in reaction to perceived needs to coordinate technology development in Indiana and has gone on record emphasizing the need for state-level help for libraries to develop their technological capacity.

Given the status of libraries in Indiana in the ability to access new technologies, there is a recognition that public libraries, especially those in rural areas, need help with automation and linking to the Internet. Training and education will be needed to assist librarians in effectively using the Internet and other new technologies.

Technology Grants for Internet Access

Because of federal and state grants, much progress has been made from FY 1996 to FY 1997 in the number of libraries with Internet access. The state legislature granted $2 million during each of FY 1996 and FY 1997 to fund technology projects at public libraries. During the first round of grants, awards were made to 136 public libraries or 60% of public libraries in the state. The grants provided funds for libraries to purchase connections to the Internet, to purchase public workstations, to place information in digital

format, and for the infrastructure to meet library technology needs. Not enough funding was available for all grants at the level requested. Since extra funding was needed even though cuts were made in some of the projects, LSCA Title I funds contributed to funding for 20 of the projects that were given priority. The second round of technology grants in FY 1997 made funds available for Internet access and public workstations. The second round of grants included funding for 56K lines or dial-up access to the Internet for public libraries. Funds from LSCA Title I were used to help support the last round of grants during FY 1997. In that round of grant funding, money was used in four areas of technology applications: installing Internet access, making online card catalogs available via the Internet, conducting retrospective conversion of library collections, and converting local data to electronic formats. After the three rounds of grants were completed, 186 libraries or 78% of public libraries had received a state and/or federal grant for technology.

Activity:

1. New rounds of technology grant funding may be supported for libraries with state and/or LSTA funds (1997-2002)

Telecommunications

According to Mary R. Somerville, president of the American Library Association, "Telecommunications access through public and school libraries is essential for children and adults with no computer at home." The nation's libraries are instruments of universal service. By the year 2000 more than 60% of new jobs will require computing and information networking skills currently held by only 20% of the population. Somerville also has stated that "in order to provide the public with access to electronic information resources successfully, libraries require a range of switched broadband, high-speed, interactive telecommunications services to support users both on site and remotely; that allow for efficient and timely delivery of multimedia services for distance learning and other purposes."

Activity:

2. State and/or LSTA funds may be used to offset charges for telecommunications for libraries (1997-2002)

INSPIRE

The Internet contains a vast amount of data. However, most full-text periodicals, including economic, scientific and medical information, are copyrighted and are not freely available over electronic networks. Librarians in Indiana are looking for ways to add value to the Internet by creating methods to find specific information. INSPIRE (Indiana Spectrum of Information Resources), a "virtual" electronic library for academic, school, and public libraries, is a vision for Indiana's future. Users who have a library card could gain access to both free and commercial databases whether they are at home, at school, or in a workplace. The Indiana Library Federation is requesting $1.5 million from the state legislature to purchase a server and statewide licensing of commercial databases of common interest for users of all libraries. Buying a statewide license would be less costly than each library purchasing the same databases. When INSPIRE becomes a reality, access to information will not be dependent upon the location or size of the library. Users of small, rural libraries will have access to the same information as the users of large, suburban library systems. INSPIRE will help equalize access to information and provide a key to economic development in the 21st century.

Activity:

3. State and/or LSTA funds may be used to support INSPIRE (1997-2002)

Training

As part of their mission, the Indiana Cooperative Library Services Authority (INCOLSA) provides many training opportunities for librarians. Although the State of Indiana provides funding for INCOLSA, state funds cannot meet all the needs that exist for training, particularly the need to develop training programs to meet the demand from librarians for education in the dynamic changes in library information technology. Librarians need basic training on the Internet, web page design, and other new technologies. Planning for automation is a topic that is heavily in demand for training sessions. Other topics scheduled for training sessions in 1997 are "Digitizing Library Collections," "Staffing Issues for the Year 2000," and "Dewey 21 in the Electronic Age."

In addition to classes conducted by INCOLSA, librarians have asked for a "traveling" trainer, one who could visit their library and train them on existing technology. Many librarians would take advantage of a "train the trainer" program if it were available or would like a technology "mentor" program in which librarians who are knowledgeable about technology would offer their time and skills to those who are beginners with technology. Librarians have also asked for other means of obtaining training that do not involve traveling to take a course, such as a training site on the Web and training by distance learning. Some librarians need help in establishing training programs for the public on using the Internet and other technologies. (These training issues were compiled from focus group sessions with librarians conducted by the State Library in May, 1997.)

Activity:

4. LSTA funds may provide support for training programs (1997-2002)

Conversion of Documents and Content Development

During FY 1996 librarians in Indiana took advantage of an LSCA grant opportunity co-sponsored by INCOLSA and the Indiana State Library to obtain HTML training to create web pages on the Internet that would contribute to local interests and needs. More than 160 librarians were provided with training, software and server storage for their web pages. Many "home pages" for libraries have been created. In addition, local content as diverse as "Ethnic Groups in Northwest Indiana" and the works of a poet from Coal City, Indiana have been added to the Internet. To date, there have been 74 web pages created through the Internetworked Librarianship Project.

Nine public libraries received technology grant funding under LSCA

Title I in FY 1997 to convert local documents to electronic formats. These projects utilized newspaper indexes, genealogy records, and historical documents.

Activity:

5. State and/or LSTA funds may be used to support future document conversion projects (1997-2002)

Promotion of Technology in Libraries

LSCA has funded a grant to the Indiana Library Federation for promotion of libraries and information services on a statewide scale for the past five years. Libraries need to make the general public aware of how technology can improve their ability to find information to make their lives more productive. Through the campaigns, individual libraries were encouraged to promote their libraries by making brochures, posters, and other items available to be purchased. The Federation's 1995 campaign was "Indiana Libraries Change Lives", focusing on the vital role libraries play in changing lives of Indiana residents by emphasizing libraries as important educational, informational and cultural resource centers. Another primary focus of the campaign was emerging technology and its impact for change on libraries. The Federation's 1996 campaign was "Indiana Libraries: Your Window to the World", emphasizing that libraries are essential to the well-being of the people in Indiana. Two of the Indiana Library Federation's campaigns have won John Cotton Dana Library Public Relations Awards presented by the American Library Association.

Activity:

6. Activities to promote information services with an emphasis on technology may be funded (1997-2002)

Goal 2: To provide better library service to the residents of Indiana by assisting libraries in making their resources known statewide

Objective:

To encourage libraries in different areas, and encourage different types of libraries to establish consortia and share resources

Online catalogs

Results of The Twenty-Second Indiana Poll (1993) conducted by the Center for Survey Research at Indiana University showed that over 26% of the people surveyed in a random sample had used the services of public libraries outside their community, indicating a definite need for shared library resources via automated systems for library catalogs. Because of the one-time expense of retrospective conversion of library catalogs, public libraries, especially small libraries, often lack the funding or expertise to implement these projects. In addition, many medium to large libraries are beginning to fund projects that would give web users access to library catalogs via the Internet. The special hardware and software, security upgrades, and graphic interface of Z39.50 make these projects expensive. During FY 1996 and FY 1997 LSCA funds were used to offset some of the expense of these projects for many libraries.

Activity:

7. State and/or LSTA funds may be used to support future projects for retrospective conversion and access to library catalogs via the Internet (1997-2002)

Access Indiana--Community Networks

Currently, the State Library is acting in partnership with other public and private sectors in a dynamic initiative to make public information available for electronic access through a statewide computer data network. This initiative is known as ACCESS INDIANA. It also includes providing cost-effective Internet access to all public agencies throughout the state and creating a statewide system of community networks.

A typical community network hosts a community calendar and home pages for local organizations. Public libraries are partners in these networks. A portion of funds under the previous Library Services and Construction Act was committed to ACCESS INDIANA to help set up community networks. A total of 26 community networks were funded during FY 1996 and FY 1997 with LSCA funds and state funding from other agencies. There is the potential for another 7 or 8 community networks to be funded in the near future.

Activity:

8. LSTA funds may be used to support community network initiatives (1997-2002)

INCOLSA

The variety and scope of information needs among residents of Indiana go beyond the resources of any one library. Because libraries tend to build collections appropriate to their communities, clientele and budgets, no single library can serve all the needs of its constituents. Therefore, libraries cooperate in sharing materials and information in order to provide access to information for all library users.

Cooperation among the hundreds of academic, school, public, and special libraries in the state has required a framework for resource sharing. The Indiana Cooperative Library Services Authority (INCOLSA) concentrates on modernizing library operations through cooperative automation and application of new technology. INCOLSA also provides libraries in Indiana with access to a national bibliographic network, OCLC. The current mission statement of INCOLSA "assures that all Indiana residents receive the best possible library and information services by providing a cooperative, statewide structure for information and resource sharing." The number of libraries in Indiana holding membership in INCOLSA is over 95%.

9. State and/or LSTA funds may be used to support activities of INCOLSA related to cooperative contracting and purchasing of technology and technology monitoring (1997-2002)

Library Development

The Library Development Office of the Indiana State Library provides consulting services and training to the library community in Indiana. The consulting service has been a major factor in the expansion or merger of at least 8 library districts from 1995-1997, providing library service to those who were formerly not served. Training programs essential to librarians and library trustees include budget preparation, bookkeeping procedures, trustee training, and grant-writing workshops. Important work is being accomplished by partnering with literacy coalitions, organizations that provide continuing education opportunities, nonprofit groups that work with special populations, and other organizations in the library network. The Library Development Office staff are also involved in managing the federal and state grant process and coordinating information about the grants with other state and federal agencies.

Activity:

10. Support for the Library Development Office's implementation of the LSTA program may be provided (1997-2002)

Resource Collections

Significant state-level resource collections are recognized for their ability to ensure that all residents of Indiana have equal access to materials. Through interlibrary loans, residents have access to these collections, thereby maximizing the usage of existing resources in the state.

Activity:

11. Access to state-level resource collections may be provided by supporting resource sharing among libraries with LSTA funds (1997-2002)

Goal 3: To serve special populations in Indiana with their library and information needs by enabling public libraries to improve service to those populations

Objectives:

To serve the underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line

To serve individuals having difficulty using a library

Status/Needs

Poverty in the United States, 1995, reveals that in Indiana 10.7% of the population is living below the poverty level. In order to provide service or improve inadequate service, librarians need to identify groups of disadvantaged people and determine their information needs through community analysis and needs assessment. Librarians must then develop plans and strategies for providing services to people with limited access, along with special promotional efforts to make these groups aware of the library services that can help them with their educational, cultural, and personal needs.

The Indiana State Library and INCOLSA can provide libraries with consultation and training to identify and meet the needs of the disadvantaged in their communities. The State Data Center at the Indiana State Library can provide information from the Census to help identify areas where there are disadvantaged people.

New technologies in libraries will be used to aid the disadvantaged. Those individuals who are seeking job training or career information will be able to use the Internet and community databases to prepare themselves for productive lives.

Many Indiana residents who need the information and resources of a library do not have equal access to them because of physical constraints. Special attention in terms of specific services, special materials, and promotion of services is needed for the handicapped in order to afford them opportunities to develop themselves.

It is estimated by the National Library Service for the Blind that 1.4 % of the population over five years of age is unable to read regular print due to a visual handicap, indicating that an estimated 82,000 people in Indiana are unable to read regular print. Currently, over 13,851 people use services for the blind and visually-impaired, either through the Special Services Division at the State Library, or through a subregional system located in various public libraries.

The Special Services Division of the State Library provides services to the visually impaired through the Indiana State Library and through four designated subregional libraries located in public libraries in

Columbus, Elkhart, Merrillville, and Evansville.

In addition to the above-mentioned 82,000 people who are blind or unable to read regular print, there are 390,163 people who are deaf or hearing-impaired, and 230,100 people who are work-disabled in Indiana.

The Americans With Disabilities Act requires that library services be made accessible to the handicapped. Libraries in Indiana are working to comply with the Act through new and remodeled facilities that are handicapped-accessible.

There is a demand for new technologies that have been designed specifically to aid this target group in their information needs. This new technology will play a part in meeting the information needs of the handicapped.

Activities:

12. Support for development and delivery of services to special populations may be provided with LSTA funds (1997-2002)

13. LSTA funding may be provided to help support basic goals of the Special Services Division of the Indiana State Library (1997-2002)

Goal 4: To serve individuals with literacy or learning needs by enabling libraries to improve service to those individuals

Objectives:

To serve individuals with limited functional literacy or information skills

To meet the needs of individuals for life-long learning

Status/Needs

Approximately 15-17% of the adults in Indiana cannot read, write and compute well enough to meet personal objectives, satisfy society's demands, and solve everyday problems. (*National and State Adult Literacy Survey*, 1992, published 1994). It is also estimated from this survey that Indiana has 40% of adults who do not have adequate proficiency levels in literacy. Further information from the 1990 U. S. Census indicates that 310,403 adults age 18 and over in Indiana have completed less than nine years of schooling.

Technology will have an impact on literacy of Indiana adults. Technology-based media that use sound, video, graphics and text that are easily adaptable to individual needs offer good opportunities as successful teaching aids. Technology can also aid in record keeping and tracking of students as well as professional development of adult educators, staff, and volunteers. Sharing information through the use of computer networks and distance learning systems could also reduced the isolation of many local literacy programs.

Many people in state institutions have a great need for help with literacy. It is estimated that as many as 35% of the inmates in Indiana's prisons have a learning disorder. The institutional library is the provider for the residents' informational and library needs. It must fill all the roles of a school media center, a university library, and a public library. To serve the residents' needs, institutional librarians must be

encouraged to establish consortia and share resources with local public libraries and colleges.

Distance learning sites are needed in Indiana because colleges and universities are not readily accessible to every community. Family responsibilities often prevent people from pursuing higher education because of the travel time involved in commuting to a university. Data from the 1990 U. S. Census shows that Indiana ranks 45th out of 50 states in the percent of persons with a bachelor's degree or higher.

Distance learning sites are particularly needed for training in library science for library personnel. There is only one accredited library school in Indiana that offers courses at 2 sites. In 1992 the State Library joined the Library and Information Science Distance Education Consortium, an organization that is working to develop and recognize specific courses for distance education.

Trustee training through distance education sites is also greatly needed since the 1674 library trustees in Indiana often have jobs and responsibilities that prevent them from traveling great distances for training.

Progress has been made over the past few years in establishing new distance learning sites. Twenty-three public libraries have received LSCA funding for a satellite dish at their site. Two public libraries became members and learning sites in the Southeastern Indiana College and Continuing Education Coalition. The State Library also received a tunable video dish through a joint effort with the Indiana Department of Education. Four two-way interactive video sites were installed in public libraries in FY 1996. The two-way interactive sites have cut travel time to training sessions for librarians.

As Internet connections increase and as libraries in Indiana become alternative adult education sites through long-distance education technologies, libraries will be further along in reaching the national education goals, Goals 2000, by helping students to have the most current information available to prepare them for productive employment and to help adults have the knowledge necessary to compete in a world economy.

Activities:

14. Offer consulting assistance from the State Library and provide continuing education opportunities (1997-2002)

15. Support for literacy initiatives may be provided with LSTA funds (1997-2002)

16. Support for distance learning may be provided with LSTA funds (1997-2002)

Goal 5: To enable libraries to support innovative projects

Because funding for libraries does not usually include "venture capital" or "seed money" for innovative projects that may benefit the community greatly if they are successful, an area that LSTA may support is competitive grants for new projects that fit under Goals 1-4 of Indiana's LSTA plan. For example, a project under this goal could involve a new way to introduce the public to technology or a new way to bring library service to special populations. In most cases, cooperation with other libraries and organizations would be an essential component of a project funded under this goal.

After obtaining the initial funding for these projects, libraries would then be able to justify requesting local funding to continue their support. Libraries would have an opportunity to be creative in thinking of ways LSTA could be utilized in addition to the grants that the State Library offers. (The ideas under this goal were brought forward during focus group sessions with librarians conducted by the Indiana State Library in

May, 1997.)

Activity:

17. Through a competitive grant process, innovative projects that fit under LSTA Goals 1-4 may be supported with LSTA funds in an amount set by the Indiana State Library Advisory Council (ISLAC) and with guidelines established by the Council (ISLAC) (1997-2002)

Goal 6: To administer LSTA funds for Indiana

Objective:

To use funds for administration of LSTA to accomplish Goals 1-4

Status/Needs

The administration and the staff of the Indiana State Library are experiencing many challenges both internal and external in meeting the demand for services. Funds for administration of LSTA will enhance the State Library's ability to carry out the provisions of the Act. The Library Services and Technology Act requires any state desiring to receive its LSTA allotment to submit a five-year State Plan, which provides for the administration of the authorized programs, provides that fiscal control and fund accounting procedures have been adopted to assure proper disbursement of federal funds paid to the state, and, in addition, provides assurance that the state agency administering the plan will make reports as required.

The Indiana State Library Advisory Council, established by state statute, is composed of representatives from public, school, academic, special, and institutional libraries in order to advise the state library administrative agency on policy matters and evaluation of the LSTA program for the state.

Activity:

18. Support the efficient administration of the LSTA program (1997-2002)

The Indiana State Library will expend the 4% allowed for SLA administrative cost in the following manner:

LSTA administrative staff positions

Printing/Photocopy

Supplies

Travel for administrative staff and Indiana State Library Advisory Council

Postage

Telecommunications

Equipment/Furniture

Indirect Costs

Summary of LSTA Activities

1. New rounds of technology grant funding may be supported for libraries with state and/or LSTA funds (1997-2002)

2. State and/or LSTA funds may be used to offset charges for telecommunications for libraries (1997-2002)

3. State and/or LSTA funds may be used to support INSPIRE (1997-2002)

4. LSTA funds may provide support for training programs (1997-2002)

5. State and/or LSTA funds may be used to support future document conversion projects (1997-2002)

6. Activities to promote information services with an emphasis on technology may be funded (1997-2002)

7. State and/or LSTA funds may be used to support future projects for retrospective conversion and access to library catalogs via the Internet (1997-2002)

8. LSTA funds may be used to support community network initiatives (1997-2002)

9. State and/or LSTA funds may be used to support activities of INCOLSA related to cooperative contracting and purchasing of technology and technology monitoring.

10. Support for the Library Development Office's implementation of the LSTA program may be provided (1997-2002)

11. Access to state-level resource collections may be provided by supporting resource sharing among libraries (1997-2002)

12. Support for development and delivery of services to special populations may be provided with LSTA funds (1997-2002)

13. LSTA funding may be provided to help support basic goals of the Special Services Division of the Indiana State Library (1997-2002)

14. Offer consulting assistance from the State Library and provide continuing education opportunities (1997-2002)

15. Support for literacy initiatives may be provided with LSTA funds (1997-2002)

16. Support for distance learning may be provided with LSTA funds (1997-2002)

17. Through a competitive grant process, innovative projects that fit under LSTA Goals 1-4 may be supported with LSTA funds in an amount set by the Indiana State Library Advisory Council (ISLAC) and with guidelines established by the Council (ISLAC).

18. Support the efficient administration of the LSTA program (1997-2002)

LSTA Policies and Procedures

I. General Policies

A. Use of Funds

1. It is understood that available resources are insufficient to meet all the needs of all the libraries in Indiana. Library Development Office will make funds available according to priorities approved by the Indiana State Library Advisory Council and Indiana Library and Historical Board based on information solicited from the library community.

2. LSTA funds will be used for both statewide projects and competitive grants. Libraries will be eligible to apply for competitive grants only.

B. Eligibility criteria for competitive grants will be developed by subcommittees of ISLAC before a specific type of competitive grant is announced. Criteria will include, but not be limited to:

1. Endorse and participate in interlibrary loan

2. Current member of INCOLSA.

3. Provide letters of support from the community.

4. Be able to support the project with operating funds after the grant period ends.

5. Participate in partnerships with other information providers, private and public, to improve access to needed information at the local level.

6. All libraries must follow all state and federal laws for audit.

7. Public libraries must comply with all standards for public libraries.

8. School libraries must be located in a school that is accredited by the state.

9. Academic libraries must be part of an accredited college or university.

10. Special libraries must make their collection available for the public to use in their building.

C. Restrictions

1. LSTA funds may not be used for basic operating costs of a library.

2, LSTA funds may not be used to supplant previously available local funds.

3. No financial commitments of grant funds may be made until the library receives the fully executed contract containing the signatures of the appropriate officials.

4. No overhead charges or contingency funds are approved in program budgets submitted by libraries or other agencies applying for grants for their own purposes. An administrative fee is allowed for a library performing a service on behalf of the Indiana State Library. An administrative fee, not to exceed four percent, is allowed for a library applying for a grant on behalf of another library or libraries. Costs (e.g., supplies and secretarial support, as well as other administrative costs) must be identified and enumerated in the administrative overhead section of the budget.

II. Procedures

A. Benchmarks for evaluation of grant applications will be developed by the Indiana State Library with recommendations from the Indiana State Library Advisory Council before each grant process.

B. All competitive grants will be reviewed by the appropriate subcommittee of ISLAC with recommendations for grant awards being brought to ISLAC. ISLAC will approve and recommend to ILHB that grants be approved. ILHB will have the final decision on grant awards.

C. All competitive grants will be awarded on an annual basis.

D. Library Development Office staff should be consulted during the development of applications.

Evaluation

Methodology for evaluation of the success of the activities in meeting the goals and priorities:

LSTA evaluation activities will include:

a. Quarterly narrative reports from subgrantees.

b. Site visits to at least 50% of subgrantees each year to monitor and evaluate the project by State Library staff or teams that may include librarians.

c. Final reports from subgrantees evaluating the success of the project.

d. Final review of grant documents by State Library staff and overall evaluation for year.

e. An in-depth evaluation every few years. This might entail hiring an outside evaluator.

f. The Indiana State Library Advisory Council will also function as an evaluator and procedures will be set up for them to receive and review final reports from projects, as well as evaluations from staff and outside reviewers.

In addition, all grant proposals will be reviewed for evaluation benchmarks. These benchmarks will be

publicized during the grant process and may include:

performance measures or other numerical data

data from focus groups, interviews, questionnaires, or other customer satisfaction reviews

a professional evaluation

The evaluation must address "How has the project made a difference?"

The Indiana State Library Advisory Council will also function as an evaluator and procedures will be set up for them to receive and review final reports from projects, as well as evaluations from staff and outside reviewers.

Procedure for Planning

Feedback was received from librarians and other stakeholders in order to create the Plan. The Indiana State Library undertook an information gathering process that involved focus groups of librarians and trustees, input from the Indiana State Library Advisory Council, and questionnaires/ comments cards at state conferences. The time table for the process of building an LSTA plan for Indiana was the following:

April 11, 1997:

The Indiana State Library Advisory Council and the Indiana Library & Historical Board reviewed the draft of the LSTA Plan.

May 1-2, 1997:

The LSTA Plan was available for comments from librarians at the State Library booth at the Indiana Library Federation (ILF) Annual Conference.

May, 1997:

Three focus groups were held following the ILF Conference--two in the northern part of the state and one in the southern part of the state.

June, 1997:

Changes were made to the Plan based on the focus group sessions and other written comments that were received. The final version of the LSTA Plan was adopted by the Indiana Library & Historical Board. Throughout the process the LSTA Plan was available on the Indiana State Library's web page for those with access to the Internet.